

WHAT IS STUDY SKILLS SUPPORT?

WHAT IS SPECIALIST ONE-TO-ONE STUDY SKILLS SUPPORT AND HOW WILL IT BENEFIT ME?

- A personal tutor who is a qualified professional
- Regular weekly support
- Understand your learning needs
- Working together towards your course requirements
- Supporting you to succeed and achieve
- Weekly improvements and progress
- Prioritising and breaking your work down into achievable tasks
- Practical support and strategies to help you maximise your strengths and improve on your weaknesses
- Adapting the sessions to your learning style.
- Teaching you clear strategies to help you overcome difficulties and achieve in life and the workplace

AREAS THEY CAN HELP YOU WITH

TIME MANAGEMENT

- Organising yourself and timetable including work goals

ORGANISATION

- Thoughts and ideas
- Lecture notes into key sections/hi-light

PLANNING

- Breaking the task down into achievable weekly goals
- Planning your time and organising tasks into priority order

PREPARATION

- How to write your essay
- What to include
- Getting to the library
- Mind mapping ideas

BLOG, REPORT AND ESSAY

- What are the differences and requirements?
- **Group Work** – building confidence and assertiveness
- **Presentations** – skills and practice. Overcoming fear of public speaking.

SKILLS AND PRACTICE

- **Revision techniques for exams and phase tests:** -
- Colour coding, Flashcards, Mind maps

STRATEGIES FOR EFFECTIVE LEARNING

- Problem solving and finding solutions
- Understanding the task
- Guidance on using feedback effectively for development
- Task priority
- Idea generation
- Overcoming procrastination and writers block
- Setting achievable goals



ORGANISATION AND TIME MANAGEMENT

- Organising yourself and your timetable
- Techniques for addressing procrastination
- Strategies for managing information overload
- Breaking the task down to manageable, achievable goals
- Scheduling study, university, and downtime
- Motivation and empowerment

ASSISTANCE WITH ACADEMIC SUPPORT

- **Research** – locating books, pages, citations, and referencing. Organising your research.
- Writing a proposal
- **Reading techniques** – skimming, scanning and SQ3R sequencing
- **Focussed reading skills** – breaking large bodies of work into manageable chapters
- **Organising** – thoughts notes and devising a coherent plan
- **Referencing** – Assistance with extensive research and referencing
- Harvard referencing techniques
- **Easy referencing techniques:** useful Apps
- Self-editing strategies

ESSAY WRITING

- How to write an essay
- Introduction, middle, conclusion,
- Answering the question
- Organising your thoughts into a clear structure
- Concise paragraphs
- Point. Evidence. Explain. Link.
- Sentence structure and syntax
- Critical analysis
- Citations
- Spelling
- Grammar
- Academic language and vocabulary
- Understanding and meeting the brief
- Meeting the marking criteria



PLANNING AND RECORDING PROGRESS

- Regular reviews and feedback
- Organising your thoughts and ideas and notes
- Planning ahead to deadlines, creating weekly achievable goals
- Self-evaluation

ACCESSING OTHER SERVICES

- Utilising other university support effectively
- Personal Tutor
- Counselling and Advice
- Socialisation – clubs and activities
- Library

USING TECHNOLOGY

- Useful Apps
- University systems – Blackboard, Library on-line, webinars
- Microsoft office
- Assistive Technology

FURTHER SUPPORT

- Sign posting when required.
- Assisting with the gathering of thoughts and ideas.
- Problems solving.
- Listening and understanding



FEEDBACK

It is important that the support benefits you!

If you have any questions, queries or concerns at anytime or would like a general chat - please contact us.

COSMIC PEOPLE CONTACT DETAILS

Office hours: Monday to Friday 8:30am until 5pm

Email: administration@cosmic.co.uk

Office number: 01283 716333

Cosmic People – Realise your potential!

STUDENT TESTIMONIALS

Just texting you to tell you I got a First and the school prize for outstanding performance by a final year student! Thanking you for all your help and support. **MK**

Hello. I got my 2:1, 3% off a First but happy nevertheless! Thank you very much for all your help over the years, it's been so beneficial. **LT**

Hi. I'm graduating with a 2.1 so very happy. Thank you so much for all your support. Have a lovely summer. **KD**

Hi. I got a 78% on my dissertation and I'm graduating with a first (74% overall). I'm over the moon, thank you for all your support, couldn't have done it without you. **RF**

Thank you so much for your support over the last year. I got firsts in all my exams and dissertation, so I can't really complain. I'm now doing my internship. Thanks again and all the very best. **BM**

I'm graduating with a 2.1. My dissertation grade was a bit disappointing, 58%, but I got 75% for my presentation. I guess a 2-1 is good enough overall! Thanks for all the help getting me there. **AI**

Hope you're having a nice summer. Just to let you know I ended up with a 2.1! Thanks for all your help and support. **HR**